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PARLIAMENT OF AUSTRALIA
DEPARTMENT OF PARLIAMENTARY SERVICES

DPS ref: D22/14609

Ms Sarah Redden
Acting Committee Secretary
Senate Finance and Public Administration Legislation Committee
Parliament House
CANBERRA ACT 2600

Dear Ms Redden

Senate Finance and Public Administration Legislation Committee 2015 Inquiry into the Department of Parliamentary Services (DPS)

As requested in the Committee's final report, please find attached the information sought prior to each Estimates hearing in response to recommendations 1, 9 and 10:

- Recommendation 1: Update on the senior management structure, including an organisational chart ([Annex A](#))
- Recommendation 9: Information on bullying and harassment complaints ([Annex B](#)), and
- Recommendation 10: Information on Hansard staffing, sub-editing and the Hansard Forum ([Annex C](#)).

I would be grateful if you could provide these documents to the Committee.

Yours sincerely

Rob Stefanic
Secretary

31 January 2022

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Senate Finance and Public Administration Legislation Committee Inquiry

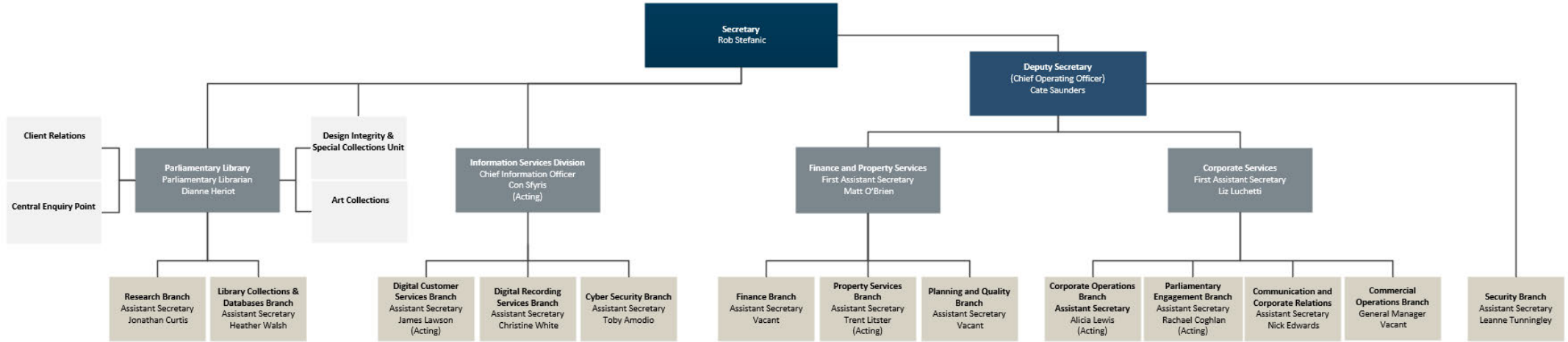
Department of Parliamentary Services (September 2015)

Tabled February 2022

Recommendation 1: The Committee recommends that prior to each estimates hearing, DPS provide an update on the senior management structure of the department, including an organisational chart indicating changes to the personnel in senior executive staff positions.

Department's update prior to 2021-22 Additional Budget Estimates:

Please see the attached organisational chart with notes that explain any changes to personnel in senior executive staff positions.



Notes:

The following changes to the senior management structure since the department provided the last update in October 2021.

- The Assistant Secretary Digital Services position was merged with the Assistant Secretary Digital Customers Services.
- A new Assistant Secretary Planning and Quality was created reporting to the First Assistant Finance and Property Services.
- A new General Manager Commercial Operations position was created reporting to the First Assistant Secretary Corporate Services.
- The Assistant Secretary Communication and Corporate Relations now reports to the First Assistant Secretary Corporate Services.

Senate Finance and Public Administration Legislation Committee Inquiry

Department of Parliamentary Services (September 2015)

Tabled February 2022

Recommendation 9: The Committee recommends that, prior to each estimates hearing, DPS provide the Committee with the following information on the number of bullying and harassment complaints:

- the number of new complaints recorded on the HR register since the previous estimates update was provided,
- the status of each of the new complaints recorded on the HR register since the previous estimates update was provided,
- the number of complaints withdrawn from the HR register and the reasons that the complaints were withdrawn, and
- the number of Harassment Contacts Officer in DPS.

Department's update prior to 2021-22 Additional Budget Estimates:

- There have been five new complaints of bullying and harassment recorded on the HR Register between 9 September and 31 December 2021.
- Two of the complaints of bullying and harassment were not substantiated, preliminary investigations are underway for two complaints and one was resolved through management action.
- No complaints have been withdrawn from the HR register since 9 September 2021.
- There are seventeen (17) Harassment Contact Officers (HCOs) as at 31 December 2021.

Senate Finance and Public Administration Legislation Committee Inquiry

Department of Parliamentary Services (September 2015)

Tabled February 2022

Recommendation 10: The Committee recommends that prior to each estimates hearing, DPS provide the Committee with the following information:

1. the total number of editors employed by Hansard and a breakdown of those numbers into trainees and trained editors,
2. the breakdown of the number of editors who are employed full-time, part-time and casual,
3. the total number of chamber and committee turns transcribed by Hansard since the previous estimates update and the number of those turns which were sub-edited,
4. where there has been a decision not to sub-edit turns, the reasons for that decision, and
5. an update on the work of the Hansard forum.

Department's update prior to 2021-22 Additional Estimates:

1. **The total number of editors employed by Hansard and a breakdown of those numbers into trainees and trained editors:**

Hansard has 42 editing staff:

Editing Staff	42
Trained editors	32
Trainee editors	10

A further two new trainee editors will join Hansard on 27 January 2022.

The 10 current trainee editors are participating in Hansard's editor training program and:

- one is yet to commence the training units,
- two have completed three of eight training units,
- two have completed four of eight training units,
- three have completed five of eight training units, and
- two have completed seven of eight training units.

2. The breakdown of the number of editors who are employed full-time, part-time and casual:

Editing Staff	Total	Trained	Trainee
Full-time	27	22	5
Part-time	15	10	5

Hansard has 10 casual editing staff to assist during times of increased workload:

Casual Editing Staff	10
Trained editors	5
Transcribers	5

3. The total number of chamber and committee turns transcribed by Hansard since the previous estimates update and the number of those turns which were subedited:

Number of chamber turns transcribed between 9 September and 31 December 2021	Approximate number of chamber turns subedited	Approximate percentage of chamber turns subedited
3152	2222	70.49%

Number of committee turns transcribed between 9 September and 31 December 2021	Approximate number of committee turns subedited	Approximate percentage of committee turns subedited
9432	2015	21.36%

4. Where there has been a decision not to subedit turns, the reasons for that decision:

All chamber and committee turns transcribed by trainee editors are subedited. The majority of chamber turns transcribed by trained editors are subedited. Committee turns transcribed by trained editors are subedited when workload permits.

5. An update on the work of the Hansard forum:

- The Hansard Forum did not meet during this period due to parliamentary workload and project workload in relation to the rollout of Hansard's new production system, PIMS (Parliamentary Information Management System). Hansard editors' style and form (parliamentary procedure) groups deliberated on and coordinated editor input to the implementation of PIMS. The Hansard Forum is expected to meet in early February 2022 as part of the Hansard Community of Practice.